**West Central School District No. 49-7**

**School Board Meeting Minutes**

**August 24, 2020**

***Motions are carried and unanimously approved unless stated otherwise.***

The West Central School District No. 49-7 School Board convened in regular session at 5:30 p.m. on August 24, 2020 in the High School Auditorium of the West Central High School in Hartford, SD. A virtual meeting link was provided for the public.

The following board members were present: Paula Hawks, Alison McGillivray, Alexia Klinkhammer, Justin Eich and Anna Johnson.

Also present: Superintendent, Brad Berens; Principals: Mark Rockafellow, Melinda Jensen, Ashley Bahrenfuss and Amy Johnson; Activities Director, Andrea Johnson; and Business Manager, Krista Stuessi.

**Call to Order**

President Paula Hawks called the meeting to order at 5:30 p.m.

The meeting started with the Pledge of Allegiance

**Adoption of the Agenda**

**Action 21-053** Motion by McGillivray, second by Klinkhammer to amend the agenda to add to regular business: First Reading of Policy JQ – Open Enrollment, Return to Activities Guide and Protocols, Petition to Replace a WCHS Required Course, and Discussion of Board Meeting Times; and to add an executive session for student matters per SDCL 1-25-2 (2).

**Action 21-054** Motion by Klinkhammer, second by Eich to approve the amended agenda.

**Approve the Minutes**

**Action 20-055** Motion by Klinkhammer, second by McGillivray to approve the minutes from the meeting held on August 18, 2020 as published.

**Conflicts of Interest**

Per SDCL 3-23-6 conflicts of interest are to be disclosed by school board members and administrative staff members. There were none presented.

**Consent Agenda**

**Action 21-056** Motion by Klinkhammer, second by McGillivray to approve the consent agenda. The consent agenda addressesd the following items:

* Claim Report

GENERAL CHECKING, GENERAL FUND, Affordable Moving LLC, Covid 19 Student's Desks Transported, $2,445.95, Amazon Business, Covid 19 Purchase District Laundry Bags, $2,051.58 Area II Superintendents, Superintendent Dues 2020 2021 School YR, $100.00, Association School Board of SD, Registration Fee Virtual Convention, $300.00, Band Shoppe, HS Band Drum Major Pants & Whistle, $76.80, Bank Supplies, Bank Deposit Canvas Locking Bags, $165.30, Blick Art Material, MS/HS Art Supplies, $506.11, Bluetarp Credit Services, Maintenance Repair/Supplies, $124.55, Brookings High School, Colorguard Silks, $200.00, Builders Supply Company, K2 Maintenance Supplies, $301.50, Century Business Products Inc, Monthly Printer Management Invoicing, $400.01, Cole Papers Inc, Districts Advance Machines Maintenance, $776.33, Combined Building Specialties Inc, MS/HS Wall Pads Becker Center, $2,975.00, Convergint Technologies LLC, Exacq Renewal, $1,265.28, Core-Mark Midcontinent Inc, Concessions Order, $1,453.40, Demco, Library Supplies, $1,199.31, Dharma Trading Co, K5 4th Grade Art Supplies, $49.49, Diamond Vogel Paints, Field Paint, $480.00, Edgenuity Inc, License Agreement Odysseyware, $22,515.00, Ewell Education Services Inc, Renewal AET Subscription, $460.00, Ford Sign Inc, HS Classroom Entry Name Plates, $59.00, G & R Controls Inc, HS Replaced Filters Gym Roof/ Chng Belt, $962.45, Graphic Edge Inc The, Football Belts, $75.01, Heartland Training, Nike Heartland Cross Country Meet, $150.00, Hillyard Inc, Covid 19 Purchase Stand Sanitizers, $4,363.52, HUDL, Coaching Tools Online Videos, $3,399.00, Innovative Office Solutions LLC, Covid 19 Purchase Custodial Labels, $98.94, Kapco, District Library Book Protection, $934.74, MacDoctors, Electronic Device Repair, $604.99, Madison Central School Dist 39-2, Madison Invite - Boys Golf, $50.00, Maximum Promotions Inc, K5/MS Flags, $129.68, McCoy Brenda, Reimbursement Custodial Uniform, $51.91, Menards Inc, Maintenance Supplies, $469.08, Napa Auto Parts Of Hartford, Maintenance Supplies, $19.16, Nasco, MS Facs Supplies, $759.82, National FFA Organization, HS FFA Pins/Apparel, $876.50, New Century Press Inc, Publication, $63.72, Pitney Bowes Reserve Account The, Postage Meter, $300.00, Plank Road Publishing Inc, K-8 Music Subscription Magazines CDs, $119.45, Realityworks Inc, HS Student Workbooks, $231.00, Riddell All American, FB HS Recertification Helmets, $2,502.26, rSchool Today, Activities Scheduler Renewal 07/20-06/21, $595.00, Sanford Health OccMed, Dot Exam, $120.00, School Health Corporation, PE K5 Supplies, $1,353.40, School Specialty Inc, HS Office Supplies, $7,652.98, SDACTE, Division Dues 2020-2021, $243.00, Secure Enterprise Asset Management Inc, Electronics Recycling, $126.60, Sioux Falls Rubber Stamp Works Inc, Employees Desk Name Plate Sets, $54.35, Sneeze Guards Online, Covid 19 Purchase District Shields, $11,136.00, Sport Scope Inc, LiveStream Equipment, $1,524.00, Steen Jerry, Covid 19 Reimbursement Spray Bottles, $41.92, Sunshine Foods, Office/Workroom Supplies, $219.84, Teacher's Discovery, HS Classroom Curriculum, $122.32, Totem PD, Totem PD Online Training, $497.50, Tucker Amy, Colorguard Choreography, $500.00, Ultra Inc, Records Promethean Board - Labor, $438.10, Universal Athletic LLC, Middle School Uniforms/Supplies, $282.20, Wiliam V MacGill Co, District Nurse Supplies, $178.97, Wittrock Victoria, Reimbursement Inservice Food Purchased, $63.26, GENERAL FUND, $79,215.28, CAPITAL OUTLAY FUND, Barnes & Noble Booksellers Inc, HS Library Books, $2,620.34, Bumblebee-Gibson Inc, HS Re-Stripe Parking Lots Over Seal, $8,724.50, Daktronics Inc, HS FB/Track Scoreboard, $18,204.00, Dollamur Sport Surfaces, Flexi Roll Wrestling Mats, $23,150.00, Mid-Continental Restoration Co. Inc., WC School District Facade Improvements, $18,684.00, Mimeo Inc, K5 Math Curriculum, $9,250.00, Open Up Resources, MS Instructional Math Coaches, $4,950.00, Riddell All American, HS Football Supplies, $4,891.87, Universal Athletic LLC, Middle School Uniforms/Supplies, $1,511.75, Wells Fargo Vendor Financial Services LLC, Technology Lease 5 Copiers, $1,750.84, CAPITAL OUTLAY FUND, $93,737.30, SPECIAL EDUCATION FUND, Century Business Products Inc, Monthly Printer Management Invoicing, $4.59, NCS Pearson Inc, Psych Supplies, $1,442.31, School Specialty Inc, K2 Sped Supplies, $147.64, SD Dept Of Human Services, HS Professional Services, $111.04, Totem PD, Totem PD Online Training, $497.50, SPECIAL EDUCATION FUND, $2,203.08, FOOD SERVICE FUND, Alley Matthew, Lunch Money Refund, $33.30, Barrett Victoria, Reimbursement FS Uniform, $63.89, Beckman Patricia, Reimbursement FS Uniform, $69.23, Century Business Products Inc, Monthly Printer Management Invoicing, $2.83, Dacotah Paper Co, Food Service Disposable, $484.87, Express Produce LLC, Covid 19 Purchase FS, $268.53, Fosheim Ken & Shawna, Lunch Money Refund, $255.35, Hiland Dairy Foods Company LLC, Covid 19 Purchase FS, $154.96, Pan-O-Gold Baking Co, Food Service Purchases, $208.80, Pressler Becky, Reimbursement FS Uniform, $37.26, Prostrollo, Belinda, Reimbursement FS Uniform, $55.89, Reinhart Foodservice LLC, Covid 19 Purchase FS, $10,410.89, SDAESP, K5 FS Flashing Installed, $160.00, FOOD SERVICE FUND, $12,205.80, COMMUNITY EDUCATION/SERVICES, Graphic Edge Inc The, BBB Summer Camp T-Shirts, $576.63, Universal Athletic LLC, FB Summer Camp T-Shirts, $1,445.00,

COMMUNITY EDUCATION/SERVICES, $2,021.63, TOTAL ALL FUNDS, $189,383.09.

* Payroll Report

Fiscal Year 2019-2020, Year Ending, GENERAL FUND, Elementary Instruction - Hartford, $946,071, Elementary Instruction - Humboldt, $1,066,130, Middle School Instruction, $1,032,292, Secondary Instruction, $1,343,782, Gifted Education, $31,689, English Language Learner, $14,221, Title I, $359,147, Alternative School, $156,342, Guidance Services, $226,769, Health Services, $36,737, Improvement of Instruction - Curriculum Development, $46,918, Computer Integrationist, $52,390, In-service/Workshops/Grants, $9,979, TIE Grant , $0.00, Ed Media Services, $141,831, Technology Services, $192,716, Board of Education, $6,405, Office of the Superintendent, $186,378, Office of the Principals, $596,941, Office of the Activities Director, $112,718, Sequel Administration, $4,713, Extended Learning, $4,182, Fiscal Services, $220,859, Custodial Services, $443,061, Grounds Services, $20,398, Security Services, $323, Maintenance Services, $107,773, Pupil Transportation, $232,621, District Communication, $0.00, Recruitment, $355, Male Co-curricular Activities, $71,277, Female Co-curricular Activities, $71,232, Co-curricular Transportation, $21,899, Combined Male/Female Co-curr Act, $95,466, Group Insurance Premium Pre-Payment/(Credit), $17,707, Contracts Payable, $859,937, Total General Fund, $8,731,259. SPECIAL EDUCATION FUND, Special Education Instructional Services, $1,032,240, Psychology Services, $61,512, Speech Therapy Services, $173,488, Special Education Administration, $110,389, Special Education Transportation, $42,506, Group Insurance Premium Pre-Payment/(Credit), $(9,147), Contracts Payable, $132,993, Total Special Education, $1,543,981. PENSION FUND, Pension Fund Salaries, $59,706, Total Pension Fund, $59,706. FOOD SERVICE FUND, Food Service Salaries, $347,705, Group Insurance Premium Pre-Payment/(Credit), $(1,892), Contracts Payable, $561, Total Food Service Fund, $346,374. COMMUNITY ACTIVITIES FUND, KARE Program Salaries, $44,724, Community Education Program Salaries, $51,294, Total Community Activities Fund, $96,017. GRAND TOTAL, $10,777,339.

Fiscal Year 2020-2021, July 2020, GENERAL FUND, Secondary Instruction, -$1.23, Alternative School, $7,573.38, Improvement of Instruction - Curriculum Development, $7,470.56, In-service/Workshops/Grants, $107.65, Technology Services, $14,336.04, Office of the Superintendent, $12,903.34, Office of the Principals, $39,392.56, Office of the Activities Director, $6,529.32, Sequel Administration, $386.40, Fiscal Services, $18,141.14, Custodial Services, $20,432.18, Grounds Services, $1,002.24, Maintenance Services, $5,844.69, Pupil Transportation, $5,723.88, Recruitment, $68.19, Early Retirement, $133,581.09, Combined Male/Female Co-curr Act, $201.86, Benefit Holdings, $15,930.61, Contracts Payable, $435,242.60, Total General Fund, $724,866.44, SPECIAL EDUCATION FUND, Special Education Instructional Services, $5,968.77, Speech Therapy Services, $1,482.82, Special Education Administration, $8,785.60, Special Education Transportation, $560.72, Benefit Holdings, $5,429.17, Contracts Payable, $67,888.26, Total Special Education, $90,115.34, FOOD SERVICE FUND, Food Service Salaries, $6,726.58, Benefit Holdings, $1,389.86, Contracts Payable, $2,972.96, Total Food Service Fund, $11,089.40, COMMUNITY ACTIVITIES FUND, Community Education Program Salaries, $1,108.09, Contracts Payable, $4,045.94, Total Community Activities Fund, $5,154.03, GRAND TOTAL , $831,225.21.

* Personnel Actions

2020-2021 Updated Contracts: Theodore Holmstrom, Middle School Social Studies, $53,500, Assistant Football Coach, $3,600, Assistant Boys Basketball Coach, $3,600, Scott Johnson, High School Alternative Classroom Teacher, $45,985, Residential Alternative Setting Stipend, $1,000, 8th Grade Girls Basketball Coach, $2,490, 8th Grade Boys Basketball Coach, $2,490, Assistant Boys Track Coach, $3,320. 2020-2021 Updated Work Agreement: Kerri Horner, HS/MS Food Service Manager, $16.55/hour. 2020-2021 Cocurricular Agreements: Nicholas Grocott, Middle School Wrestling Coach, $2,650, Austin Ideker, Assistant Wrestling Coach, $2,960. Retirement: Kimberly Puthoff, Library Aide, Effective Immediately.

**Public input on regular business**

There was no input on regular business.

**Regular Business**

Superintendent Berens gave an update on the 2020-2021 Starting Well Plan. The board discussed adding tiers for mask wearing requirements to the plan. There were no recommended changes.

**Action 21-057** Motion by Klinkhammer, second by McGillivray to approve the 2019-2020 Annual Report, the June Financial Report 2020 and July 2020 Financial Reports. The 2019-2020 Annual Report presented was as follows: General Fund, Beginning Fund Balance, $1,802,241, Revenues, $10,135,321, Transfers In, $349,632, Expenditures, $(9,307,064), Change in Fund Balance, $1,177,889, Ending Fund Balance, $2,980,130, Fund Balance as a Percentage of Expenditures, 32.0%, Capital Outlay Fund, Beginning Fund Balance, $4,056,351, Revenues, $2,392,426, Expenditures, $(2,327,011), Transfer Outs, $(6,698), Change in Fund Balance, $58,718, Ending Fund Balance, $4,115,069, Fund Balance as a Percentage of Expenditures, 176.84%, Special Education Fund, Beginning Fund Balance, $381,609, Revenues, $2,110,979, Expenditures, $(1,843,740), Change in Fund Balance, $267,240, Ending Fund Balance, $648,849, Fund Balance as a Percentage of Expenditures, 35.19%, Pension Fund, Beginning Fund Balance, $390,541, Revenues, $3,700, Expenditures, $(59,706), Transfers Out $(334,535), Change in Fund Balance, $(390,541), Ending Fund Balance, $0, Debt Service Fund, Beginning Fund Balance, $490,950, Revenues, $764,917, Expenditures, $(749,783), Change in Fund Balance, $15,134, Ending Fund Balance, $506,074, Food Service Fund, Beginning Retained Earnings, $474,269, Revenues, $748,219, Expenses, $(774,989), Change in Net Position, $(26,770), Ending Net Position, $447,499, Community Activities Fund, Beginning Retained Earnings, $192,389, Revenues, $50,397, Expenses, $(71,927), Change in Net Position, $(21,530), Ending Net Position, $170,859.

June 2020 Financial Report (Updated): General Fund Beginning Balance, $3,086,510.43, Receipts, Local Sources, $352,990.63, Intermediate Sources, $2,603.28, State Sources, $467,880.98, Disbursements, Claims, -$112,642.36, Payroll, -$654,896.55, Reclassifications, -$10,472.45, Interfund Loans, $7,902.28, Ending Balance, $3,144,644.03, Capital Outlay Fund, Beginning Balance, $1,039,647.28, Receipts, Local Sources, $241,692.76, Disbursements, Claims, -$78,220.86, Ending Balance, $1,207,223.14, Special Education Fund, Beginning Balance, $565,955.37, Receipts, Local Sources, $145,503.84, State Sources, $43,666.00, Disbursements, Claims, -$55,113.94, Payroll, -$93,524.01, Ending Balance, $608,980.97, Debt Service Fund, Beginning Balance, $461,598.20, Receipts, Local Sources, $89,425.81, Disbursements, Claims, -$58,966.25, Reclassifications, $5,407.76, Ending Balance, $498,928.00, Food Service Fund, Beginning Balance, $283,019.62, Receipts, Local Sources, $18,790.03, Federal Sources, $2,890.45, Disbursements, Claims, -$15,195.76, Payroll, -$15,636.01, Reclassifications, $5,064.69, Ending Balance, $278,933.02, KARE Program Fund, Beginning Balance, $172,146.65, Receipts, $0.00, Disbursements, $0.00, Ending Balance $172,146.65, Custodial Fund, Beginning Balance, $168,968.05, Receipts, Local Sources, $2,788.30, Disbursements, Claims, -$13,467.66, Ending Balance, $149,228.94, Community Education Fund, Beginning Balance, $1,254.91, Receipts, Local Sources, $455.00, Disbursements, Payroll, -$2,867.38, Interfund Loans, $1,157.47, Ending Balance, $0.00, Total, Beginning Balance, $5,779,100.51, Receipts, Local Sources, $851,646.37, Intermediate Sources, $2,603.28, State Sources, $511,546.98, Federal Sources, $2,890.45, Disbursements, Claims, -$333,606.83, Payroll, -$766,923.95, Ending Balance, $6,060,084.75.

July 2020 Financial Report: General Fund Beginning Balance, $3,144,644.03, Receipts, Local Sources, $224,125.13, Intermediate Sources, $2,299.65, State Sources, $462,886.76, Federal Sources, $66,587.00, Disbursements, Claims, -$248,365.13, Payroll, -$728,912.39, Interfund Loans, $13.00, Ending Balance, $2,923,278.05, Capital Outlay Fund Beginning Balance, $1,207,223.14, Receipts, Local Sources, $104,891.42, Disbursements, Claims, -$448,028.30, Ending Balance, $864,086.26, Special Education Fund, Beginning Balance, $608,980.97, Receipts, Local Sources, $14,922.40, State Sources, $62,074.00, Federal Sources, $52,598.00, Disbursements, Claims, -$12,503.02, Payroll, -$90,115.33, Ending Balance, $635,957.02, Debt Service Fund Beginning Balance, $498,928.00, Receipts, Local Sources, $10,776.85, Disbursements, $0.00, Ending Balance, $509,704.85, Food Service Fund Beginning Balance, $278,933.02, Receipts, Local Sources, $345.14, Federal Sources, $49,819.56, Disbursements, Claims, -$6,036.79, Payroll, -$11,089.40, Ending Balance, $311,971.53, KARE Program Fund, Beginning Balance, $172,146.65, Receipts, Local Sources, $130.05, Disbursements, Claims, -$130.05, Ending Balance, $172,146.65, Custodial Fund Beginning Balance, $149,228.94, Receipts, Local Sources, $44,565.52, Disbursements, Claims, -$23,700.36, Ending Balance, $170,081.10, Community Education Fund, Beginning Balance, $0.00, Receipts, Local Sources, $6,247.40, Disbursements, Claims, $125.00, Payroll, -$1,108.09, Ending Balance, $5,264.31, Total Beginning Balance, $6,060,084.75, Receipts, Local Sources, $406,003.91, Intermediate Sources, $2,299.65, State Sources, $524,960.76, Federal Sources, $169,004.56, Disbursements, Claims, -$738,638.65, Payroll, -$831,225.21, Ending Balance, $5,592,489.77

First Reading of School Board Policy – JQ – Open Enrollment

Superintendent Berens presented the 2020-2021 Return to Activities Guide and Protocols. There are three phases: Phase 1 – open attendance, Phase 2 – limited attendance using vouchers, Phase 3 – no attendance. Details of the plan can be found on the district website. The board discussed procedures to communicate the phases.

**Action 21-058** Motion by Klinkhammer, second by Eich to approve the Return to Activities Guide and Protocols.

Superintendent Berens presented a petition for students to replace WCHS required courses with dual credit or AP courses.

**Action 21-059** Motion by Klinkhammer, second by McGillivray to approve the petition for west central students to replace a WCHS required course with a dual credit or AP course, students cannot petition if the advanced course is offered at West Central, and the amount of credits a student can earn online will be limited to four credits (Odysseyware program credits are exempt).

President Hawks asked the board to consider changing the start times of regular meetings to 6:30 p.m.

**Action 21-060** Motion by Eich, second by McGillivray to change the start time of regular meetings to 6:30 p.m.

**Reports of the Superintendent**

Superintendent Berens gave an update on the following:

* Start of the 2020-2021 school year.
* Status of filling vacant positions.

**School Board**

No discussion.

**Action 21-061** Motion by Eich, second by Klinkhammer to enter into executive session for employee negotiations per SDCL 1-25-2(4) at 6:30 p.m.

President Hawks declared the executive session ended at 6:44 p.m.

**Action 21-062** Motion by Klinkhammer, second by McGillivray to reinstate 2020-2021 wage and salary increases for returning classified and administrative employees.

**Action 21-063** Motion by Eich, second by Klinkhammer to add a part-time Fiscal Assistant for up to 20 hour per week at a rate of $15.00/hour.

**Action 21-064** Motion by Klinkhammer, second by McGillivray to enter into executive session for student matters per SDCL 1-23-2(2) at 6:45 p.m.

President Hawks declared the executive session ended at 6:52 p.m.

**Action 21-065** Motion by Eich, second by Johnson to reverse the decision made on intent to return application #21-07 and #21-08 and approve the applications.

**Action 21-066** Motion by Johnson, second by Eich to disapprove intent to return application #21-09 due to capacity for COVID.

**Action 21-067** Motion by Klinkhammer, second by McGillivray to disapprove open enrollment application #21-46 due to capacity for COVID.

**Action 21-068** Motion by Klinkhammer, second by McGillivray to adjourn the meeting at 6:55 p.m.

Published once at the total approximate cost of $\_\_\_\_\_\_\_.